

THE CRF RENEWAL PERIOD BEGINS SEPTEMBER 15, 2014!

(Refer to the '*Renewals*' page of our website for details on renewal requirements.)

- **To renew via US mail the process is as follows:**

1) Mail your Renewal Form and the renewal fee to the address indicated on the form and, barring any insufficiencies,

2) your registration will be issued by the Board via regular US mail. Renewals are not to be submitted until September 15, 2014.

Forms are to be obtained from the 'Forms' page of our website starting 09/15/14. If you cannot access the forms online, you must submit a written request to the Board office to have them sent to you. Requests may be submitted to (F) 512-463-1117, (E) crcbinfo@txcourts.gov, or to our general correspondence address of PO Box 12066, Austin, TX 78711-2066. Form requests are not accepted by phone.

- **If you use the online renewal website, the process is as follows:**

1) Enter your renewal data online and, barring any insufficiencies,

2) your registration certificate will be issued by the Commission via regular US mail.

The renewal window for the online process is September 15, 2014 - June 30, 2015. Renewals submitted after 06/30/15 must be mailed to P O Box 13122, Austin, TX 78711-3122 w/the appropriate fees and forms.

NOTE(S):

You will need to enter your registration number and the last four digits of your FEIN or SSN to login to the online site. If you have not provided this number to us you will not be able to submit your renewal online and will be required to renew by mail. Please ensure to provide your FEIN or SSN (in writing), when you mail your renewal, so you may use the online site next renewal period.

- **Delinquent Renewals.** An entity whose registration has been expired for 90 days or less may renew for 1½ times the normally required renewal fee (\$312). An entity whose registration has been expired more than 90 days but less than one year may renew for twice the normally required renewal fee (\$412). You are strongly urged not to submit renewals at the last minute. The sooner you submit your renewals the more time you will have to correct any errors that may have been made. If your registration is not renewed within a year of expiration, you will be required to meet the registration requirements for a new firm. Exceptions will not be granted and fees will not be waived, refunded, or transferred. Please refer to section 6.3 of the Commission's rules for more information.
- **Your registration is not considered renewed until a new registration has been issued and/or your name has been added to the renewal list on our website.** If you do not submit your renewal until the end of December you will not be registered to conduct business on January 1st. Furthermore, until a new registration is issued, your expiration date shall remain **12/31/14**. Please refer to the Firms Renewal List located on the 'Renewals' page of our website to track your firm's renewal status as the name of your firm will be added to the list after you have been renewed. Be advised that staff will only contact you if there are insufficiencies with your renewal that requires further action on your end.
- **Firms whose owners with criminal convictions, and/or those with disciplinary actions against them, will need to submit their renewals via USPS mail** as supporting documentation must accompany their paperwork before they may be renewed.

FREQUENTLY ASKED QUESTIONS

Q. I have until the postmark date of 12/31 to submit my renewal. If it's postmarked on time will I have to pay any additional fees if for some reason my renewal cannot be processed?

A. Yes. Per section 6.3 of the Commission's rules the renewal fee increases once a registration has expired. If yours expires you shall be subject to this fee. Though you have a postmark deadline of 12/31 we strongly urge you not to wait. This will help to allow time for corrections w/o having to incur any additional fees. Also, after 12/31 if you have not been renewed you cannot provide court reporting services until a new registration is issued, regardless of the postmark date on your papers. This is another great reason not to put off your renewal any longer than absolutely necessary.

Q. How long does it take to process renewals once the Board office receives them?

A. Staff strives to process complete applications within 10 business days of receipt. However, mid-November - December (even January) processing times tend to far exceed the day goal we strive for. Another factor to consider is days we're closed (i.e., holidays).

Q. Can you tell me if you have received my paperwork or check on the status of my paperwork?

A. **To receive receipt confirmations** you must submit items using a method that will allow for confirmation on your end. **To track your renewal status** you must refer to the Firms Renewal List on the 'Renewals' page of our website. Status checks will only be accepted by mail, email, or fax and will not be conducted unless deemed necessary by staff, for example, if it has been more than 2-3 weeks since you submitted your items to us. Responses to inquiries will be submitted in writing by mail, email or fax.

Q. Can I renew my registration if I have a criminal history or have been the subject of disciplinary action?

A. It is possible that your renewal application may be denied. Refer to section 3.5 of the Commission's rules for information on these topics.